

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 16, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director, Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the regular meeting of the August 2, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Eske presented a request for sick leave donation for an employee of the Physical Facilities Department. Mindemann explained that the employee has been on leave since July 2016 and anticipated to be out until at least the middle of September. Mindemann noted that the employee has supporting medical documentation and will use all available time off.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Smith presented the Committee with a summary of exit interview results for the Sheriff's Office. The summary indicated termination information and identified general trends/themes. There was discussion among committee members regarding the outcomes. Schmidt suggested conducting a survey of current employees to gather their thoughts.

Eske informed the Committee that on Friday, August 12, 2016 an official certification letter from the Wisconsin Employment Relations Commission (WERC) was received indicating that the Sheriff's Sworn Union is now certified with the Labor Association of Wisconsin (LAW). Eske stated that with the official certification she expects Union negotiations will open soon. She will add an agenda item for the next Committee meeting.

Eske provided the committee with an update regarding the 2016 and 2017 Human Resources budget noting that legal services have surpassed the budget for 2016. Eske indicated that she did

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not see any significant budgetary changes for 2017, except to increase advertising. Eske noted that although attempts are made to not use newspaper ads, sometimes it is required.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Human Services Supervisor –
Fiscal and Support
One (1) Utility II/Truck Driver

Human Services and Health

Highway Department

Motion by Duchac to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

Mindemann explained that an employee of Human Services and Health requested an extension of an intermittent General Leave from 9/3/16-03/03/17 to care for a sibling with a request to use sick time. Mindemann explained there is sufficient medical documentation. Mindemann also presented an unpaid General Leave request for an employee of Physical Facilities for 10/17/2016-10/22/2016 for a pre-planned vacation, however, all vacation time had to be used due to a medical leave of absence.

Motion by Frohling to approve the leave as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE UNION- Jason Roy, Deputy Sheriff, Sheriff, \$29.66, SSU04, 5M42, 9/01/2016. APPOINTED OFFICIAL- Richard W. Fink, County Board Supervisor, County Board, \$50.00 / meeting, CB01, ST01, 8/16/2016; Randy Grebel, Board of Adjustment, County Board, \$50.00 / meeting, CB01, ST01, 7/19/2016. NEW HIRE- Arthur R. Trotta, Utility II / Truck Driver, Highway, \$17.14, DC04, ST02, 8/08/2016; Deborah L. Grady, Billing Clerk – L.T.E., Human Services, \$14.74, DC03, ST01, 7/28/2016. RECLASSIFICATION- Rebecca L. Vollmer, Customer Service Support Specialist, Human Services, \$12.81, DC02, ST01 - L.T.E. to F.T., 7/29/2016; Nicole M. Hoepfner, Land Information Systems Specialist, Land Resources and Parks, \$20.51, DC06, ST01, 7/29/2016. STEP INCREASE- Cayla E. Her, Victim Witness Coordinator, D.A., \$22.27, DC06, ST04, 7/01/2016; Peggy A. Novak, Victim Witness Coordinator, D.A., \$23.73, DC06, ST07A, 8/09/2016; Adam J. Enders, Equipment Operator East, Highway, \$20.18, DC05, ST04, 9/23/2016; Matthew W. Yuenger, Foreman West, Highway, \$23.72, DC07, ST03, 9/01/2016; Sarah A. Eske, Human Resources Director, Human Resources, \$41.89, DC15, ST02, 8/19/2016; Beverly L. Behm, Customer Service Support Specialist, Human Services, \$17.02, DC02, ST13A, 9/06/2016; Sheila K. Drays, Division Manager Comm. Supp., Human Services, \$38.98, DC14, ST03, 8/11/2016; Nicole Margelofsky, Service Support Specialist, Human Services, \$15.01, DC02, ST07B, 7/28/2016; Danelle Sunderland, Customer Service/Operations Coordinator, Human Services, \$19.04, DC04, ST06, 9/06/2016; Erin A. Wiley, Social Worker I CPS, Services, \$21.10, DC06, ST02, 8/17/2016; David Addison, Senior Land Information Specialist, Land Resources and Parks, \$30.97, DC08, ST11A, 8/16/2016; Russell L. Freber, Physical Facilities Director, Facilities, \$40.03, DC14, ST04, 8/23/2016; Robert W. Gahlman, Custodian II, Physical Facilities, \$15.92, DC02, ST10A, 9/22/2016; Jeremy R. Grossman, Communications Sergeant, Sheriff, \$26.92, DC07, ST08B, 8/06/2016; Erica L. Lemke, Communications Officer, Sheriff, \$25.22, DC05, ST14A, 7/28/2016.

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The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: Marsik requested a report of estimated costs for a 1% increase effective 1/1/2017 and 1% increase effective 7/1/16 for the County Board meeting.

HR Director's Report:

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None

Future Agenda Items: Sheriff Sworn Union negotiations and 2017 Health Insurance rates.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **September 1 at 2:00 p.m. and September 20, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 9:49 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.